

TELECOMMUNICATIONS SYSTEMS ANALYST II

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: May 1-15, 2001

Collective Bargaining Identification: RO1

Job Analysis Conducted By: Lisa D. John, Staff Services Analyst
Mike Danti, Staff Services Analyst

Number of Incumbents: Per Department of Corrections Filled/Vacant Position Report dated March 20, 2001 there are 6 incumbents in this classification.

Subject Matter Expert(s):

Corey Cummings	Staff Services Manager II, CDC-Headquarters Facilities and Business Management Division Telecommunications Branch Radio Communications Unit
Olando C. Harris	Staff Services Manager I, CDC-Headquarters Facilities and Business Management Division Telecommunications Branch Field Operations Unit

The above subject matter experts remained the same during the entire job analysis process.

INFORMATION GATHERING
TELECOMMUNICATIONS SYSTEMS ANALYST II

The initial list of task statements and the initial list of knowledge, skills and abilities statements were identified after conducting a literature review which consisted of the following:

- Exam history file
- State Personnel Board job specification
- State of Arizona job specification
- Various duty statements throughout the Department and other State agencies.

OTHER INFORMATION

Contacted the following for additional information:

Department of Corrections
Human Resources Division
Personnel Management Branch
Personnel Payroll and Services Section
Personnel Operations (OPS) Unit

- Subject files
- Janet Faught, Associate Personnel Analyst (916) 323-3429
- Kathy De Croix, Associate Personnel Analyst (916) 327-6754

Department of Corrections
Human Resources Division
Personnel Management Branch
Personnel Examining Section

- Subject file

Department of General Services
Personnel Operations Section
Colleen Kirtlan
Assistant Manager
(916) 324-9660

Department of General Services
Personnel Operations Section
Gerry Ackerback
Associate Personnel Analyst
(916) 445-0641

Department of General Services
Telecommunications Branch
Rita Hauf
Personnel Liaison
(916) 657-9171

California Highway Patrol
Personnel and Training Division
Personnel Services Section
(916) 375-2510

Internet:
Western Region (WRIPAC)
Arizona State – classification specifications
Washington State – classification specifications
CSEA